*PLEASE READ THESE DIRECTIONS VERY CAREFULLY AND PRINT THEM OUT IF NECESSARY. The requested folders have been created. Your students can access them from their dock via the class-shares folder icon. Within class-shares, there is a folder named pv-spanish. Within pv-spanish there are folders named according to the class title and period. Within each of those folders is a hand-out folder and a drop-box folder. You have access to all folders. Students can read data from all folders except the drop-box - and they can only write to it. You can access this folder on your computer by logging into the pvxserve*